

CONFIDENTIAL

Approved For Release 2002/05/08 : CIA-RDP78-04718A000100040046-8

DRAFT
LTS Shannon/mc

**CENTRAL INTELLIGENCE AGENCY
Washington, D. C.**

ADMINISTRATIVE INSTRUCTION
NUMBER

SUBJECT: Reward for Superior Accomplishment

Document No. <u>239</u>
No Change In Class: <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed to: TS 3 <u>0/910</u>
Next Review Date: _____
Auth.: HR 70-3
Date: <u>22/2/78</u>

1. Legal Basis.

The Classification Act of 1923, as amended by Sections 403 and 404 of the Federal Employees' Pay Act of 30 June 1945 (Public Law 106 - 79th Congress, 5 U.S.C.A. 66 (f) and (g)), provides statutory authority for granting within-grade pay increases as rewards for superior accomplishment in conformity with regulations currently set forth in USCSO Departmental Circular No. 510, dated 5 October 1945.

2. Committee on Superior Accomplishment.

A CIA Committee on Superior Accomplishment is hereby established composed of the following:

Executive Director	—	Chairman
Executive for Administration and Management	—	Alternate chairman and member
Chief, Management Branch, A&M	—	Member
Chief, Personnel Branch, A&M	—	Member
One representative designated by Assistant Director or Staff Chief concerned	—	Member

3. The committee will review all recommended rewards for salary increases for superior accomplishment and make recommendations to the Director.

4. Conditions of Eligibility.

Eligibility for within-grade salary advancement as a reward for superior accomplishment shall be subject to:

a. Sufficiency of available appropriations.

*Sen. Counsel concurs.
Sent to RHH 23 March*

CONFIDENTIAL

b. Superior accomplishment conforming to the standards established in this instruction.

c. Compensation of the individual concerned being less than the maximum rate of compensation for the grade of his position.

d. No previous advancement as a reward having been authorized for the individual concerned during the prescribed waiting period for a normal periodic pay increase.

5. Standards and Criteria for Superior Accomplishments Rewards.

a. a. A superior accomplishment warranting the additional advancement of an employee must meet one of the following tests:

(1) Sustained work performance for a period of at least three months of such a nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating.

(2) Initiation of an idea, method or device which has been developed and adopted to improve the public service or provide for more economical operation in the public interest.

(3) A special act or service in the public interest, related to official employment and over and above normal position requirements, of such an unusual or distinctive character that its recognition as a basis for an additional advancement would serve as a definite incentive to others.

b. When an employee is recommended for an additional advancement under paragraph 5a(1) above, the recommendation must include:

(1) A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an efficiency rating of "excellent" or that he merits such a rating at the time the recommendation is made.

(2) A description of how the employee would have to perform his duties in order to meet the standards of performance normally expected in the position.

(3) A description of how the employee actually performed his duties in order to be rated "excellent". This should include facts concerning the quantity and quality of the employee's work, the manner of performance, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "excellent" employee.

(4) A description of how the employee's performance merits distinction among other employees rated "excellent" or who are worthy of such rating; and how such performance was an incentive to other employees.

c. Examples of the types of acts or service which might justify additional advancement under paragraph 5a(2) and (3) above are:

- (1) Distinguished achievement in improving the morale of employees.
- (2) Outstanding contribution to management or operations.
- (3) Monetary saving to the government.
- (4) Act, service, or valor over and above the call of duty.
- (5) Performance which has involved the overcoming of unusual difficulties.

d. Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are listed below:

- (1) Long hours voluntarily worked.
- (2) Loyalty to the service.
- (3) Efficiency rating of Very Good or Excellent.
- (4) Performing duties of a higher grade, which situation could have been corrected by reallocation.
- (5) Reallocation to a higher grade without salary increase.
- (6) Long and faithful service.

6. Procedure.

a. All recommendations for within-grade promotions under this instruction will be submitted in triplicate on Form 37-3 (Personnel Action), accompanied by detailed basis for the recommendation, through the Chief, Personnel Branch, A&M, to the committee. The type of action should be shown on Form 37-3 as "Pay Increase for Superior Accomplishment", and the effective date shall be the beginning of the first pay period following the approval by the Director.

b. The committee will review and forward to the Director for final action all recommendations which, in the opinion of the committee, meet the standards established for such an increase.

c. Recommendations which, in the opinion of the committee, do not meet established standards for advancement will be returned to the initiating officer with a statement of reasons for the committee's action. In such cases, Assistant Directors and Staff Chiefs concerned may appeal to the Director if they so desire.

d. The Chief, Personnel Branch, will be responsible for recommending adequate publicity for such rewards so that they may serve as an incentive to all employees.

CONFIDENTIAL